

## **INFORMATION ON HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT**

In order to be considered under this announcement, please ensure that résumés and application forms for this vacancy are received online via the DOE Jobs Online web site before midnight Eastern Time on the closing date of this announcement. Failure to submit a timely and complete application package will result in elimination from consideration.

If applying online poses a hardship to any applicant, the Servicing Personnel Office listed on the announcement will provide assistance to ensure that applications are submitted in an acceptable format by the closing date, provided applicants contact the Servicing Personnel Office prior to the closing date. Applicants are advised that a variety of public facilities such as schools, public libraries, state employment offices, and regional job centers provide access to computers at no charge. Help may also be available to targeted groups through a variety of public assistance agencies.

Applicants with a disability, who need reasonable accommodation for any part of the application and hiring process, are asked to contact the Human Resources Specialist listed below. The decision to grant reasonable accommodation will be on a case-by-case basis.

The résumé portion of your online application must contain the following information or you may lose consideration for this job.

Name

Home address

Phone number(s)

Social security number

List and dates of education, if applicable

List and dates of coursework, if applicable

Dates (month and year) of employment

Title, series and grade for Federal positions

Detailed description of experience RELATED to this position

### **INSTRUCTIONS FOR USING THE DOE JOBS ONLINE**

Applying online requires that you be a registered user on the DOE Jobs Online system, which is a one-time registration process. The DOE Jobs Online web site can be accessed at <https://jobsonline.doe.gov/>. The following information will take you step by step through the screens you will need to complete in applying for positions via DOE Jobs Online.

1. Screen: "Notice to Users". Click on "Jobs Online Home Page" link.
2. Screen: "Welcome to DOE Jobs ONLINE". At this screen select the "New User" option if you are a new user and click on "Next" at the bottom of the screen in order to register. If not a new user, type in your email address and password and select

either “Edit Personal Information” or “Go To Jobs” to apply for a position. Click on “Next” button, then proceed to step 6.

3. Screen: “User Information”. Answer ALL questions and either cut-and-paste OR type in your résumé in the space provided (system will accept approximately 6 to 7 pages). Click on “Next” button when all information has been entered.
4. Screen: “All Questions require a response to be considered for any position”. Answer ALL questions and click “Continue” at the bottom of the screen.
5. Screen: “Your Registration Information Has Been Saved!” Read information on this screen and then click on “Next” button when you are ready to apply for a position.
6. Screen: “Welcome (Name)! Please select the link to the organization to which you wish to apply.” Click on “US Department of Energy” link.
7. Scroll down the listing and select the vacancy you wish to apply to by clicking on the announcement number.
8. Screen: “Vacancy Information”. Scroll down to the end of the vacancy announcement, select “Apply to this Vacancy”, and answer ALL questions that follow. Click "Finished" at the bottom of the screen to complete application process. The DOE Jobs Online system will send a confirmation to your email address that your application has been received if you choose that option.

MISCELLANEOUS INFORMATION: The application contains information subject to the Privacy Act (PL 93-579, 5 USC 552a), and is used to determine qualifications for employment as authorized under 5 USC Sections 3302 and 3361.